

CLASS TITLE: ASSISTANT PERSONNEL PSYCHOLOGIST

Class Code: 02732300

Pay Grade: 23A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist a superior in the planning and development of merit system test validation strategies, as well as the development of test administration and scoring procedures in accordance with federal merit system standards and other pertinent selection system requirements; to assist with the research and development of job analysis/evaluation procedures as utilized within the state classification system; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and written reports in order to ensure conformance to laws, policies, regulations and agency objectives.

SUPERVISION EXERCISED: As assigned, to supervise professional, paraprofessional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist a superior in the planning and development of merit system test validation strategies, as well as the development of test administration and scoring procedures in accordance with federal merit system standards and other pertinent selection system requirements; to assist with the research and development of job analysis/evaluation procedures as utilized within the state classification system.

To assist in the development of improved, cost effective, job related employment and promotional procedures and techniques in accordance with the Guidelines on Employment Section Procedures and other recommended guidelines.

To assist in the development of innovative and improved test construction and administration procedures.

To assist in the search for alternative selection methodologies consistent with merit system rules.

To consult with agencies, divisions and departments relative to personnel recruitment, selection, evaluation and retention.

To devise and conduct training programs for professional staff which are consistent with the goals of the agency.

To serve as a materials resource person for professional personnel within the agency with respect to the merit selection and classification processes.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques of industrial/organizational (personnel) psychology, including statistical analysis, employee selection and evaluation, organizational behavior, test development and construction, psychometric theory, experimental methodology and job analysis/evaluation; a working knowledge of the Guidelines on Employee Selection Procedures, the Principles of Validation and Use of Personnel Selection Procedures, the Standards for Educational and Psychological Tests, and the Publication Guidelines of the American Psychological Association; a working knowledge of legislation related to employee selection and classification procedures; the ability to research and prepare extensive reports of a statistical nature; the ability to prepare and present training programs for professional employees performing merit selection and

classification functions; the ability to establish and maintain cooperative working relationships with agency personnel; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Industrial/Organizational (Personnel) Psychology; and

Experience: Such as may have been gained through: employment in a responsible position in the field of personnel administration involving the application of complex statistical research directed towards personnel/organizational development, merit selection, employee evaluation, equal opportunity/affirmative action and position classification.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: March 15, 2003